



Sunrise Children's Association Incorporated

Child Protection Policy

This Child Protection Policy was ratified by the Managing Committee on 16th June 2009.

Purpose

Sunrise Children's Association Incorporated (SCAI) is committed to safeguarding the children it supports in Nepal against all forms of abuse and exploitation from any persons.

This Child Protection Policy sets out Sunrise Children's Association Incorporated's (SCAI) policy for protecting children supported by Sunrise Orphanage and managing and monitoring the activities of visitors, volunteers and staff in relation to children.

The Policy addresses SCAI's responsibilities in respect of child protection and ensuring individuals who have a conviction under the Crimes (Child Sex Tourism) Amendment Act are not involved in SCAI or Sunrise Orphanage activities.

This Policy applies to SCAI members, Sunrise Orphanage staff, partner organizations, volunteers and visitors.

Definitions

For the purposes of this Policy the following definitions apply.

Children – Nepalese children under the age of 18 who are residents of Sunrise Orphanage or who are participating in activities run by SCAI, Sunrise Orphanage or partner organizations.

Volunteers – Are authorized by SCAI to attend Sunrise Orphanage in a volunteer capacity and who have undergone the required checks detailed in Procedures below.

Staff – Are resident members of the SCAI Managing Committee, local Nepalese Sunrise Orphanage committee and staff members and other local Nepalese partner organisation committee or staff members, employed under local law to supply services to SCAI, Sunrise Orphanage or other partner projects.

Visitors – Are all other members of the public who visit Sunrise Orphanage or participate in activities run by SCAI, Sunrise Orphanage or partner organizations.

Procedures

Volunteer Approval

- SCAI has volunteers predominantly from Australia come to Nepal to volunteer at its various projects.
- SCAI is committed to safeguarding the children it supports in Nepal against all forms of abuse and exploitation from any persons. In accordance with this SCAI has clear policies and procedures that all volunteers to Sunrise Orphanage or any other of SCAI's projects involving children must adhere to.
- Before being accepted to become a volunteer with SCAI, all applicants must complete and sign the full Volunteer Application form including all Terms and Conditions, and submit a Police Check, or Working with Children Check in states where a Police Check is not available.
- A member of the SCAI Managing Committee, reviews the Volunteer Application, interviews each applicant and determines whether the volunteer is approved to assist SCAI or its projects in Nepal, and particularly assesses any risk to child protection.
- All Volunteer Applications and supporting Police Checks or Working with Children Checks are retained by SCAI and a copy is held by the local Nepalese committee at the project site in Nepal, in accordance with the laws of the Nepal government.
- Visitors to Sunrise Orphanage are required to sign Visitor Agreements which mirror the procedural requirements of this Policy.



Operational Procedures

The procedures which SCAI, Sunrise Orphanage and its partners strictly followed in order to protect the children from potential risk are outlined below.

- Visitors/volunteers must have read and fully understand SCAI's Child Protection Policy on www.scai.org.au
- Visitors/volunteers must not seek or accept any accommodation within Sunrise Orphanage, or with any families, friends or community members that SCAI works with, which has not been pre-arranged by SCAI
- Visitors/volunteers must show respect to the children, staff, committee and members of the local community in the way they speak, dress and behave to ensure they act in a culturally sensitive manner at all times
- Visitors/volunteers must ensure that any gifts they buy or donated items brought to Nepal for the children are pre-approved by SCAI representatives, that being the Volunteer Co-ordinator in Australia or SCAI Country Director in Nepal, before giving to any children or staff at Sunrise Orphanage or other SCAI projects
- Visitors/volunteers must not give cash to any staff or committee members of Sunrise Orphanage or other SCAI projects. Donations of any kind, whether they are monetary, goods or services must go through SCAI.
- Visitors/volunteers must not provide their email address or other contact details directly to any child, staff or committee member of any of SCAI's projects, nor ask directly for any contact details.
- Visitors/volunteers must not hold SCAI or any of SCAI's project partners in Nepal responsible for any injuries, accidents or illnesses that may occur during or resulting from their stay at Sunrise Orphanage or visits to other SCAI projects.
- Visitors/volunteers must not under any circumstances be alone with a child that SCAI supports, whether it be at Sunrise Orphanage or one of SCAI's other project sites and they are only allowed to interact with the children in the presence of a designated member from SCAI or the local partner.
- Visitors/volunteers must not take any child out of the orphanage alone, whether it be to school, hospital, shopping or any other place, and a minimum of one other adult SCAI or project partner staff member must accompany them.
- Visitors/volunteers must seek permission before taking any photos of the children and photos may only be taken for personal use, and may not be given to any media or distributed in any public forums including the internet, without prior permission from SCAI.
- Visitors/volunteers must not make any promises to the children or staff members with regards to future visits or communication, gifts or any other support as this may lead to disappointment for the child/ person involved.
- Visitors/volunteers must not smoke, use of drugs or consume alcohol of any kind whilst at Sunrise Orphanage or on site at any other of SCAI's projects.

Monitoring Procedures

- The Child Protection Policy shall be available to members of SCAI and the public via the website.
- Responsibility for monitoring for compliance with the Child Protection Policy resides with the Managing Committee and individual Office Holders

Associated forms

- Volunteer Application form
- Police Check / Working with Children Check (in relevant states)
- Visitor Agreement
- Nepalese staff / volunteer declarations